

MAIL OPERATIONS TECHNICIAN*Class Definition*

Under general supervision, operates high speed mail handling machinery and related equipment, and performs responsible general clerical duties in the City's Utilities Billing and Collections mail room.

Distinguishing Characteristics

Mail Operations Technician is a single position, advanced journey level class. The incumbent is responsible for all functions related to mail room operations of the Utility Billing and Collection Section. Duties include operating a high speed mail machine, burster and folder, performing cleaning and minor repair and maintenance on mailing machinery, copiers, and related equipment, and processing and distributing mail. This class is distinguished from Central Printing Technician in that the incumbent of the latter is required to be fully trained in the operation of a variety of mail and reproduction equipment, including high speed copiers, bindery equipment, offset duplicators, collators, paper cutters and drills, cameras, and plate makers.

Typical Tasks

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information does not reflect Essential Functions for this class.)

Operates and performs cleaning and minor maintenance and repair on equipment used in the City's Utilities Billing and Collections service, such as computerized burster, folder and mail inserting machines, postage machines, and high speed copiers.

Prepares and maintains records.

Orders and maintains appropriate quantities of supplies.

Receives, sorts, and distributes incoming and outgoing correspondence.

Drives a passenger vehicle or light truck to transport mail, documents, and supplies.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the equipment, tools, procedures and techniques common to mail handling work.

Knowledge of postal regulations and procedures.

Knowledge of filing and record keeping systems.

Ability to understand the organization and operations of the City and of outside agencies as necessary to assume assigned responsibilities.

Ability to understand and follow verbal and written instructions.

Ability to perform arithmetic calculations quickly and accurately.

Ability to read addresses and sort mail quickly and accurately.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to work independently and exercise initiative and sound judgment.

Ability to establish and maintain effective working relationships with those contacted in the performance of required duties.

Ability to operate light vehicles.

Skill in the operation of high speed mail inserting machinery, including some maintenance and repair.

Minimum Qualifications

One year of full-time experience in the operation of mail inserting machinery and postage meters.

Necessary Special Requirement

Possession of a valid Class C California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____

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